

## Summer 2020 Results and Appeals Policy

Policy Code:	TL17
Policy Start Date:	July 2020
Policy Review Date:	July 2021

Please read this policy in conjunction with the policies listed below:

HR6 Data Protection Policy  
HR36 Complaints Policy  
HR33 Records Management

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## **1 Policy Statement**

- 1.1 The policy outlines the Trust's approach to the summer 2020 results and appeals process. Due to the Covid-19 pandemic the 2020 exam series in England was cancelled; schools and colleges were asked to provide centre assessment grades for their students, which were submitted to the examination boards. As a result of this, the results and appeals process has had to be modified to reflect this year's exceptional circumstances. This policy has been produced in line with guidance from Ofqual and the DfE.
- 1.2 This policy applies only to the summer 2020 examination series.
- 1.3 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Training, Priory Apprenticeships, Lincolnshire Teaching School Alliance and Lincolnshire Teaching School Alliance SCITT.
- 1.4 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.
- 1.5 The Trust is committed to leading a mentally healthy organisation, which includes a commitment to and promotion of emotional wellbeing and mental health. Therefore, all Trust policies and procedures ensure this commitment is incorporated in order to support all staff and students. Members of staff are encouraged to speak to their line managers, and students are encouraged to speak to any member of staff, if they feel any part of this policy would affect their emotional wellbeing and mental health. Any such comments should be passed to the Trust's HR department (via [FederationHR@prioryacademies.co.uk](mailto:FederationHR@prioryacademies.co.uk)) for appropriate consideration at the next available point in the policy review cycle.
- 1.6 For the purpose of this policy, a student will be referred to as a 'candidate' hereafter.

## **2 Roles, Responsibilities and Implementation**

- 2.1 The Education & Standards Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Federation's Exams Officer.

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2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success.

### **3 Aims**

3.1 To ensure candidates are aware of the processes for results and appeals for the summer 2020 examination series.

### **4 Centre assessment grades and rank orders**

4.1 The Academy:

- Will not divulge provisional (centre assessment) grades, nor rank orders, with candidates or parents/carers before the issue of results.
- Understands that any inappropriate disclosure of centre assessment grades and rank order information before the issue of results will be investigated by awarding bodies as potential malpractice.

### **5 Final Grades**

5.1 Each academy will issue results in accordance with the 'information to candidates' notices which will be released to all candidates and parents/carers before the end of term.

5.2 Candidates will be signposted to information provided by key stakeholders at the time final grades are issued to support their understanding of the grades awarded.

### **6 Arrangements for results days**

6.1 Each academy will:

- organise results days and inform candidates at their centre of the arrangements in place for collection of or access to their results;
- ensure senior members of centre staff are available/accessible to candidates with whom a result may be discussed;
- prepare information for candidates showing their options if they have concerns about their results; and
- signpost candidates to relevant Ofqual and awarding body information that sets out how their grades were calculated this year and the options available if they believe their result was not properly produced, including access to appeal.

6.2 Candidates may request their centre assessment grade. There will be a nominated senior member of staff at each Academy to manage any candidate requests.

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## **7 Appeals**

- 7.1 The Trust will follow information provided by awarding bodies to determine the grounds on which an appeal can be made on behalf of a candidate or candidates.
- 7.2 Candidates will be made aware of the arrangements in place for appeals prior to the issue of results.
- 7.3 If an Academy has any concerns about a candidate's results a member of the senior team will request any information the awarding bodies hold in relation to how final grades were calculated.
- 7.4 An Academy may submit an appeal to the awarding body on behalf of a candidate (or candidates) where it is believed:
- The centre itself made an error when submitting centre assessment grade(s) or rank order information to the awarding body and has supporting evidence that confirms an error was made (and will submit its supporting evidence at the earliest stage and explain why data which the Head of Centre declared to be accurate is now considered incorrect).
  - The awarding body made a mistake in the operation of the standardisation model where the wrong data was used to calculate results, or a mistake has been made when assigning or communicating a grade.
  - The awarding body made an administrative error in the issuing of results.
- 7.5 The Academy will collect written consent from a candidate before any appeal is submitted to the awarding body, as the appeal could result in a grade being lower than the original grade.
- 7.6 The Trust will not:
- Seek any information the awarding body holds that would be needed for an appeal if it does not believe an awarding body made a mistake when calculating, assigning or communicating a grade.
  - Appeal to an awarding body on a candidate's behalf if it does not believe the centre itself made an error when submitting a centre assessment grade or rank order.
- 7.7 The Academy will, where relevant, advise an affected candidate to inform any third party (such as a university or college) that an appeal has been submitted.

## **8 Internal appeals procedure**

- 8.1 The Trust will provide a process for a candidate to make an internal appeal in the event that an Academy makes the decision:

- a) not to seek information the awarding body holds that would be needed for an appeal; and/or
- b) not to appeal to the awarding body.

8.2 Please see Appendix 1 for the internal appeals form.

## **9 How centre assessment grades and rank orders were determined**

9.1 In response to any challenges or internal appeals from a candidate, each Academy, upon request, will provide records detailing:

- The process deployed for each subject in calculating centre assessment grades and ranking of all candidates within each grade.
- The support given to any newly qualified teachers in grading and ranking subjects.
- A summary of the evidence and data used to make objective and professional judgements.
- The standardisation process where a cohort was taught across several teachers in a subject area.
- How any conflicts of interest were managed.
- The review and check for accuracy undertaken as part of the internal sign-off process for a subject.
- Confirmation of the process for head of centre sign-off and submission of the declaration to the awarding bodies.
- Any errors reported by an awarding body after the submission of information and details of how these were resolved.

## **10 Further notes on results**

10.1 Each Academy (where applicable) has submitted provisional grade and rank order information to the relevant awarding bodies in accordance with the Ofqual guidance on awarding qualifications in summer 2020 and in line with the awarding body instructions.

10.2 For the reason of fairness, awarding bodies are putting grades through a standardisation process to ensure grading standards are consistent across all centres. The rank order of candidates will not be changed but the final grades candidates receive may be different to the centre assessment grade.

10.3 On candidates' statements of results and certificates, final grades will be reported in the same way as in previous years.

10.4 Final grades will be issued on results days in August as follows:

Date	Qualification type
13/08/2020	GCE and other Level 3 qualifications
20/08/2020	GCSE and other Level 2 qualifications

## 11 Arrangements for results days

11.1 This information is particular to each academy and will be released to parents prior to the end of term. However, common to all is the following:

- Results cannot be issued before 8am on the day.
- Results cannot be released over the telephone, to a personal email or without prior consent from the candidate to anybody other than the candidate under any circumstances.
- Support for both GCSE and GCE candidates will be available in all academies for those who have concerns about their results or their next steps. These arrangements will be disseminated prior to the end of term.

## 12 Arrangements for appeals

12.1 Candidates can appeal their grades through their centre if they feel the process this summer was not followed correctly in their case.

12.2 A candidate can ask their centre to appeal on their behalf to an awarding body if there is evidence that leads a candidate to believe:

- The centre made an error when submitting a centre assessment grade or rank order information.
- An awarding body made a mistake when calculating, assigning or communicating a grade.

12.3 A candidate can make an internal appeal against the centre's decision not to seek any information the awarding body holds that would be needed for an appeal; and/or not to appeal to the awarding body (see section 13).

12.4 A candidate cannot:

- Appeal against their centre assessment grades and position in the rank order.
- Appeal in respect of the process or procedure used by the academy in calculating their centre assessment grades and position in the rank order.
- Appeal directly in any respect to the awarding body.

### **13 Internal appeals process**

13.1 An internal appeal may be submitted to the academy where a candidate believes there are grounds to appeal against the centre's decision not to appeal to the awarding body.

In this instance:

- The appeal must be submitted in writing by the candidate themselves, giving the reasons they believe an appeal is appropriate. Please see Appendix 1.
- The appeal will be heard in the first instance by the SLT link with responsibility for curriculum and learning.
- The outcome of this appeal will be communicated to the candidate in writing within five working days.
- If the internal appeal is upheld, the centre will request all information held by the awarding body that would be needed by the centre to lodge an appeal within the time period set by the awarding body. The centre will work through this information to make a decision on whether to appeal.
- The centre, where applicable, will then submit an appeal to the awarding body on behalf of the candidate.

### **14 Timeframe for appeals**

14.1 The following timeframes must be adhered to:

Deadline for candidates to inform the centre that they wish for the centre to lodge an appeal on their behalf	12 <sup>th</sup> September 2020
Deadline for candidates to request an internal appeal with the centre (see Appendix 1)	5 <sup>th</sup> September 2020
Deadline for the centre to submit an appeal to the exam boards	17 <sup>th</sup> September 2020*
Exam board outcome	To be communicated to the centre 42 days after the appeal is lodged*
Deadline for centre to lodge a Stage 2 Appeal	14 days after receipt of the appeal outcome letter*
Exam board outcome	To be communicated to the centre 42 days after the Stage 2 Appeal is lodged*

\*deadline set by the exam boards.

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**15 Policy Change**

- 15.1 This policy may only be amended or withdrawn by the Priory Federation of Academies Trust.



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# **The Priory Federation of Academies Trust**

## **Summer 2020 Results and Appeals Policy**

This Policy has been approved by the Education and Standards Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.

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## Appendix 1

### Internal Appeals Form

Summer 2020 Awarding

Please tick box to indicate the nature of your appeal and complete all boxes below

- Appeal against the centre's decision not to seek any information the awarding body holds that would be needed for an appeal.
- Appeal against the centre's decision not to appeal to the awarding body.

Name of candidate	Awarding body
Candidate number	Qualification and subject

Please state the grounds for the appeal
Candidate's signature

This form must be completed in full and returned to the Academy's Exams Officer.